



APPLICATION FOR RECORDS RETENTION SCHEDULE

860529-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources 205 Butler Street, S.E. Suite 1354 - East Tower Atlanta, Georgia 30334	Application Number	86-60
Application Number		Date Received JUL 8 1986	Date Completed JUL 28 1986
2. Person to Contact Margaret Nixon		Working Title Recruitment Supervisor	Telephone Number 656-7560
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 Present		5. Records Series Title (followed by title used in office, if different) Employment Interview Hiring Packages	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Services Section is responsible for providing personnel services to the Department including maintaining the Department's official record of employees; administering the Equal Employment Opportunity Program; implementing the State Merit System Employee Suggestion Program; processing Workers' Compensation claims; and developing and offering Departmental and Merit System training courses.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: retaining interview material used in selecting individuals for specific position vacancies. Included are: hiring packages for each job position containing applications for employment, evaluation forms, letters of recommendation, and personnel action request forms. File is arranged: chronologically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old <u>Q</u> _____; twenty-five months and older <u>0</u> _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an X in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N	A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | _____ 2 _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. The Department has entered into a Consent Decree with the U.S. Department of Justice as of May, 1985 that records 1979-84 will be retained 3 years and until final disposition.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

1985-Ongoing: ☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: In the event a charge of discrimination is filed or an action is brought by the Equal Employment Opportunity Commission or the U.S. Attorney General, these records must be retained until final disposition of the charge or action.

1979-1984: Cut off files immediately; then transfer to State Records Center; hold until May 1, 1988; then destroy. NOTE: In the event litigation is still pending, files must be retained until final disposition.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Margaret J. Nixon	7/8/86	Pat Darnin	5-27-86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-23-86
		Secretary of State/Designee	7/21/86
		Attorney General/Designee	7/24/86